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Tanzania
Natural
Resource
Forum

Terms of Reference (ToRs) for the Mid-Term Evaluation of the Integrated Sustainable Charcoal Value Chain Promotion Project

1.0 Background

TaTEDO-Sustainable Energy Services Organization (TaTEDO-SESO) is a NGO with more than 30 years of experience committed to facilitating access to sustainable energy services in Tanzania. The overall objective of TaTEDO-SESO is to improve peoples' livelihoods by increasing their access to sustainable energy services and technologies. TaTEDO-SESO is involved with implementation of sustainable energy projects, dissemination of sustainable energy information, lobbying and advocating for supportive energy, forestry and climate change policies, supports sustainable energy enterprises, conducts energy-related applied research, develop networks and partnerships.

TaTEDO-SESO in partnership with the Tanzania Natural Resources Forum (TNRF) is implementing a 3 year project on “**Integrated Sustainable Charcoal Value Chain Promotion Project** (1st October 2023 to 30th September 2026)”. The project is co-financed by the European Union as part of the Integrated Approach to Sustainable Cooking Solutions Programme and is contracted by the National Authorizing Officer for the European Development Fund (EDF) at the Ministry of Finance in the United Republic of Tanzania. The overall objective of the project is to demonstrate and promote effective integrated methods for enhancing sustainable forest management and charcoal production in rural areas, thereby increasing environmental and charcoal value chain sustainability while fostering socio-economic development. Specifically, the project seeks to strengthen capacities and commitments of local communities in five districts within the Pwani Region—Kisarawe, Mkuranga, Bagamoyo, Rufiji, and Kibiti—enhancing productivity in the charcoal value chain, promoting sustainable forest management, and improving their socio-economic conditions.

1.1 Project rationale

The Pwani Region, covering an extensive forest area of 2,500,000 hectares, faces profound challenges tied to the unsustainable practices surrounding charcoal production. Driven primarily by poverty and a lack of alternative income sources, this sector contributes to significant forest degradation, particularly in areas lacking adequate protection. The situation is further complicated by issues stemming from mismanagement, poor governance, and insufficient community involvement, which collectively heighten the exploitation of forest resources.

To mitigate the ongoing degradation of forests in the Pwani Region, a multifaceted approach that emphasizes good governance, community participation, and sustainable resource management is essential. Strengthening the local communities' capacity and commitment is crucial for advancing sustainable forest management practices throughout the charcoal value chain. This involves empowering communities to take an active role in conservation efforts and ensuring they have a stake in sustainable practices that protect their environment.

While charcoal remains an essential revenue source for both local communities and government entities, it is vital to navigate the delicate balance between economic livelihood and sustainability. Implementing strategies that promote responsible charcoal production, coupled with the development of alternative income-generating activities, can help secure the long-term viability of

both the local economy and the region's precious forest resources. By fostering community engagement and establishing effective management frameworks, it is possible to shift towards a more sustainable future for the Pwani region.

More specifically, the project aims to achieve the following Results: -

Results 1: Policy and legal framework governing charcoal sub-sector improved and implemented. Achievement of this result is intended to address the challenge of conflicting, lack or shortcomings in policy and legal frameworks that hinder effective management of natural resource and charcoal value chain.

Result 2: Village land and forest sustainably managed

The result is intended to address the current practices of over dependence on natural regeneration in community woodlots/forests/general land/farms as the main sources of raw materials with little forest management.

Result 3: Productivity in charcoal production in the action areas increased

This result is intended to address low productivity in charcoal production and overdependence on single source of raw material.

Result 4: Charcoal business formalized, and capacities of the value chain actors improved. This result focuses to facilitate formalization and legal recognition of charcoal producers, transporters and traders as legal business entities to enhance their adherence to relevant laws and regulations.

Result 5: Alternative livelihoods that support sustainable forest management increased. The result focuses to support establishment and implementation of nature-based solutions to address the key drivers of unsustainable charcoal production such as poverty, limited livelihood opportunities.

Result 6: Gender mainstreamed, and interests of vulnerable groups protected. It focuses to ensure the project mainstream gender and social aspects.

1.2 Project Final Beneficiaries and Target Groups

Project Final Beneficiaries

Actors along the charcoal value chain (wood resource managers, charcoal producers, transporters, and traders: about 2,500 including 1,000 women and 1500 men.

Project Target Groups

- (i) Village Natural Resources Committees (VNRCs)
- (ii) Village governments (50 villages where action will be implemented).
- (iii) Civil Society Organizations working on energy and management of forest resources.
- (iv) Community-based organizations (CBOs) such as MJUMITA Local Networks in the action areas.
- (v) Schools in the action areas (Primary and Secondary Schools).
- (vi) Regional and District Council (Pwani Region (Bagamoyo, Kisarawe, Mkuranga, Kibiti, and Rufiji districts).
- (vii) Central Government – President Office Regional Administration and Local Government, Ministry of Natural Resources and Tourism, Tanzania Forest Service, Vice President Office, Ministry of Energy, Ministry of Planning and Finance, Regional governments from the action areas, Tanzania Revenue Authority.
- (viii) Members of Parliament (Committee on Land Natural Resources and Tourism, Tanzania Parliamentary Friends of Environment, Trade Industry and Environment, Committee of Energy and Minerals).

2.0 Purpose and scope of the mid-term evaluation

The Mid Term Review aims to analyze the project's progress and accomplishments thus far, with the goal of evaluating advancements and offering recommendations to optimize the chances of achieving the desired outcomes while enhancing learning during the remainder of the project. This review will also assist in planning the subsequent phase of work. By assessing performance and extracting lessons learned, the Mid Term Review will contribute to both learning opportunities and accountability measures.

The goal of this mid-term evaluation is to determine whether the intervention and anticipated project outcomes are progressing as planned and to provide guidance on the best strategies for meeting objectives in the remaining project timeframe. This evaluation will identify which outputs are being delivered as scheduled, which are exceeding expectations, and whether any activities are lagging, along with the reasons for any delays. It is also essential to evaluate if the achievements to date are aligned with the intended results and impact. Additionally, the mid-term evaluation will examine whether the outputs are being produced in the most effective and efficient manner. It will assess the efficiency of project management and communication structures, as well as the likelihood that the outputs will lead to the desired results or if an alternative strategy is necessary. This evaluation will also provide insight into whether the objectives and activities remain relevant, especially considering any changes in context or new information. Furthermore, it is an opportune moment to evaluate whether the current monitoring and evaluation systems will be sufficient to demonstrate results by the project's end. The review will assess the validity of the Results Framework and the Logical Framework to inform the program implementation team about the status of planned milestones based on actual results.

While this mid-term evaluation is not designed to measure the project's impact, by gaining insights into the project's status, potential impacts are expected to be identified. A key aspect of this mid-term evaluation will be its participatory nature, involving key partners to ensure a strong sense of ownership, accountability, and transparency.

A rigorous methodological approach to evaluation is required. Evaluations should be based on the OECD-DAC evaluation criteria.

The specific objectives of the Mid Term Review are:

- To assess the **relevance** of the Project in terms extent to which the objective of the project is consistent with the beneficiaries' needs, and European Union (EU) policies and priorities. Is the EU strategy currently, and likely to continue to be, appropriate for the beneficiaries? Does it make the best use of EU priorities?
- To assess the **effectiveness** of the Project in achieving its objectives and provide clear insights about what has and has not worked and why. It will also analyse key underlying risks, assumptions and constraints which have affected intended results, highlighting how external factors might have affected the Project and how the project adapted to this situation.
- To assess the **efficiency** in terms of use of resources and value for money through the delivery of the Project; measure how economically resources/inputs (funds, expertise, time, etc.) were converted to results
- To assess whether measures put in place by the project ensure **sustainability** of results in the longer term.
- To assess its **coherence** with the situational analysis and how well the Project fits in its context and its compatibility with other interventions which have similar objectives. In addition, criteria of co-ordination and complementarity are closely related to the concept of coherence.

- To identify **lessons** and provide set of **actionable recommendations** on how the Project and the project coordination/management could be adjusted to strengthen delivery of results and for informing the design of the next phase of work.
- Identify any innovations used by the programme in achievement of results.
- Identify Positive and negative, primary and secondary long-term effects produced by the project directly or indirectly, intended or unintended: To what extent and why.

An initial set of questions that should guide the Midterm Review in assessing the Project against each given criterion have been developed as follows:

Relevance

1. How appropriate and relevant is the project approach and intervention logic in terms of its objectives and anticipated outcomes, and within the broader context of the national Clean Cooking initiative?
2. Is the project Theory of Change (ToC) and logic for interventions realistic?
3. To what extent is the project aligned to national/subnational strategies and priorities?
4. Has there been any change (i.e policy changes) that affected the relevance of the Project since it has started?
5. If so, how well did the project adapt to the changing environment and how well has the design adjusted to emerging circumstances?

Coherence

- To what extent were the capabilities of different implementing partners and other stakeholders considered in the design of the Project? How strategic are the partnerships established under the project considering their ability to influence and their current level of commitment and capacity to deliver?
- To what extent does the Project align to or contribute to other interventions carried by EU in Tanzania?
- To what extent does the Project align to or contribute to interventions implemented by other organizations in the specific project areas?
- To what extent have synergies between the project and district development plans been realised during implementation? What can be improved to maximise synergies in the future?

Effectiveness

To what extent has the Project delivered on its outputs and outcomes?

Efficiency

- To what extent is the project governance (coordination and decision-making structures and processes) system conducive to results achievement?
- Has the management approach promoted by the Project led to the most effective use of the resources, costs savings and to efficiencies of scale in the provision of coordination and technical support? More specifically: Are accounting and financial systems adequate for project management and producing accurate and timely financial information?
- Have progress reports been produced accurately, timely and responded to reporting requirements?
- In terms of periodic update meetings, what worked and what didn't in ensuring effective communication and project alignment, and why?
- To what extent has the Project been able to adapt to any changing conditions to improve the efficiency of project implementation?

- To what extent are the Monitoring, Evaluation and Learning (MEL) strategy and tools adequate and effective? In particular: To what extent are the selected indicators and targets appropriate to determine whether project has achieved its objectives?
- To what extent did the MEL strategy detect any needed course corrections in the Project's approach and activities for better progress towards results?
- To what extent did supervision missions aid or delay the project's progress, and why?

Sustainability

- Is there evidence of 'country ownership' of the project initiatives? What evidence exists that shows that the enabling conditions are in place to continue what was initiated by the project?
- To what extent have the mitigation measures identified to address the risks been implemented? Were these measures effective?
- Are there new risks that have arisen that can impact the permanence of the results achieved that were not foreseen?

In addition to the above criteria and questions, the evaluator(s) will also ensure that the following topics are addressed in the evaluation:

Gender, youth and human rights:

- To what extent do the project's objectives and design promote and advance gender equality and/or gender responsive strategies? Also, to what extent has the project monitored its progress with gender responsive and sex-disaggregated monitoring data?
- To what extent do the project's objectives and design respond to youth needs and priorities, or promote youth participation and/or leadership or intergenerational exchange? Also, to what extent has the project monitored its progress with age-disaggregated monitoring data?
- Has there been any negative effects for women from project interventions and if so, how has these been handled?
- Has there been any human rights challenges arising from project interventions and if so, how has these been handled?

Environment and Climate

Has there been any negative effects on environment and climate from project interventions and if so, how has these been dealt with?

Sexual Exploitation Abuse and Harassments (SEA-H)

What measures are put in place to improve the SEA-H policy within the organization?

Science/policy/action interface:

To what extent is the knowledge or science produced or disseminated by the Project likely to influence policy or actions in the future?

2.1 Mid Term Evaluation Methodology

Scoping Phase

During the Scoping Phase, the evaluator(s) will conduct a thorough review of essential project documents and collaborate with TaTEDO-SESO to refine the evaluation's objectives, questions, criteria, and methodology. This phase involves identifying necessary evidence and sources of information, including key stakeholders for interviews, to ensure a comprehensive evaluation process. The outcome will be an **inception report** featuring a methodological note and an **evaluation matrix** that outlines how each evaluation question will be addressed, detailing data

sources, collection methods, and criteria to assess the robustness of the evidence. The evaluation matrix will be subject to review and approval by TaTEDO-SESO, ensuring that the key evaluation questions are adequately addressed, setting the stage for the completion of the inception report.

Data collection and analysis; preparation of draft evaluation report

In the further data collection and analysis phase, the evaluator(s) will collaborate closely with TaTEDO-SESO and relevant stakeholders to systematically gather and analyse information necessary to answer the evaluation questions. This process will involve conducting field visits for firsthand observations and engaging in discussions with key partners and beneficiaries to collect diverse perspectives. Preliminary findings will be presented to the target audience to facilitate feedback, ensuring a clear and transparent connection between evaluation questions, data collection, analyses, findings, and conclusions. Subsequently, **a draft evaluation report** will be prepared and submitted for review by the target audience, allowing for additional input and refinement.

Final evaluation report and presentation of findings to key stakeholders

Finally, evaluator(s) will produce a short but concise summaries that can be disseminated to the wider public for general information on the project's results and performance. In the final phase of the evaluation process, the evaluator(s) will integrate the feedback from TaTEDO-SESO on the draft reports to finalize the evaluation findings and recommendations, ensuring a transparent linkage between the evaluation questions, data collection, analysis, and conclusions. The completed report will be submitted in both Word and PDF formats, accompanied by a document detailing how stakeholder comments were addressed. This **final report** will emphasize evidence-backed conclusions and recommendations, which will be further elaborated during a submission meeting with key stakeholders. Additionally, concise summaries will be prepared for broader dissemination to inform the public about the project's results and performance, fostering transparency and accountability.

The evaluators will adopt a mixed-methods approach to ensure comprehensive data triangulation and synthesis, which will include a thorough desk review of relevant project documentation, conducting interviews (both individual and focus group) with key stakeholders at various levels, administering surveys to gather perspectives from additional stakeholders, and undertaking field visits for direct observations. Other methodologies may also be suggested as necessary, depending on project resources and evaluation needs, to provide a holistic understanding of the project's progress and impact.

The evaluation process will prioritize a consultative approach, engaging a diverse range of stakeholders throughout its various stages to ensure comprehensive feedback and shared ownership of the findings. This will involve collaboration with TaTEDO-SESO project staff, executing partners, and external stakeholders, including government representatives, private sector individuals, and community members, particularly focusing on youth and women. Several stakeholders will be consulted, and the inception report will include a validated list of these individuals, drawing from suggestions made by TaTEDO-SESO while allowing for adjustments by the evaluation team to ensure all relevant voices are included in the evaluation process.

2.2 Evaluation deliverables

The evaluator(s) will be accountable for producing the following products for this Mid Term Review:

- **Draft inception report** and **Inception report** on proposed evaluation methodology, work plan and structure of the report including a detailed evaluation matrix;

- **A Draft Preliminary Mid-Term Review report and presentation**, to be presented at a debriefing meeting with project partners and stakeholders
- **Final Mid-Term Review report**, including key findings, a set of limited and strategic recommendations and response addressing issues raised during presentation of draft.
- A **Final presentation** targeted to evaluation key audiences in which the key finding and recommendations from the Mid Term Review will be presented.
- **A two-page executive summary** of key findings, lessons, recommendations and messages from the Mid Term Review report.

Roles and responsibilities

This Mid Term Review is commissioned by TaTEDO-SESO and Day-to-day management and coordination will be done by Project Coordinator. This evaluation will be undertaken by an independent evaluation team, selected through TaTEDO-SESO procurement process.

3.0 Qualifications of the Evaluators

TaTEDO-SESO requires a person or a team of evaluators with experience in assessing change in complex systems and with extensive expertise and knowledge in at least one of the following fields: Governance, Forest, Energy, Nature-based Solutions, Agriculture, Natural resources management and climate change or a combination thereof, applied to policy instruments and practice.

In addition, the Lead team member will meet the following technical requirements:

- At least 10 years of relevant experience in supporting, designing, planning and/or conducting development evaluations; with demonstrated quantitative and qualitative data collection and analysis skills, with proven record of conducting formative, process and impact evaluation;
- Proven experience in evaluating similar projects; Prior experience in conducting evaluation in sector or areas where the Project is implemented would be an asset;
- English language fluency in both speaking and writing; additional fluency in Kiswahili from team leader would be considered as an asset. However, the team leader and/or one team member should have fluency in Kiswahili for conducting the field work.
- Gender balance: Women are strongly encouraged to apply as team leader and gender balance will be considered as an asset for evaluators applying as a team.

The evaluation team members should be completely independent from any organisation that have been involved in designing, implementing, executing or advising any aspect of the project.

4.0 Schedule

It is expected that evaluator(s) will submit their deliverables according to the following schedule in Table I. The starting date for the Mid-Term Review is 2nd April 2025. Expected end date is 30th June 2025.

5.0 How to apply

Interested candidates should send their applications addressed to the Chief Executive Officer through the following email addresses energy@tatedo.or.tz or physical address; **Chief Executive Officer, TaTEDO-SESO, P.O. Box 32794, Dar es Salaam. House no 28, TaTEDO Road, Mbezi Juu, Goba, Ubungo. Please, submit your proposal with title “Mid Term Project Evaluation”.** Deadline for submission is 26th March 2025.

The application must include a cover letter limited to one page, alongside a comprehensive technical proposal that outlines the qualifications and experience of the consultant. It should demonstrate a clear understanding of the assignment, reflecting background knowledge relevant to the evaluation objectives. The proposed approach and methodology must detail how the

consultant plans to address the terms of reference (ToR), complemented by evidence of previous experience in similar assignments. Additionally, a detailed work plan specifying activity timelines and a budget covering professional costs and related expenses should be included to ensure clarity on the financial aspects of the assignment.